



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
DIVISION OF SCHOOL IMPROVEMENT
FEDERAL GRANTS MANAGEMENT
SUPPLEMENTAL EDUCATIONAL SERVICES PROVIDER APPLICATION

CONTACT INFORMATION

CONTACT PERSON: Kaye Bertels	PHONE NUMBER (573) 751-3059
E-MAIL: Kaye.Bertels@dese.mo.gov	

DIRECTIONS

APPLICATION DEADLINE:

Postmarked deadline for application is March 31, 2006. Application may be submitted after December 31, 2005. Applicants will be notified by mail of approval or non-approval status after the scoring of applications has been completed.

MAILING INSTRUCTIONS:

Electronic submission of this application is not available. Four copies of the application must be mailed or delivered to:

Missouri Department of Elementary and Secondary Education
Instructional Improvement
Kaye Bertels, SES Contact
205 Jefferson Street, PO Box 480
Jefferson City, MO 65102

APPROVAL PERIOD:

School year following approval of application and generally two years thereafter, unless otherwise notified.

The application hereby declares understanding, agreement, and certification of compliance to provide the items and/or services, in accordance with all requirements and specifications contained herein. The applicant further agrees that the language herein shall govern in the event of a conflict with the proposal. The names of approved applicants will be placed on the list of approved Supplemental Educational Services Providers maintained by the Missouri Department of Elementary and Secondary Education (DESE) at <http://dese.mo.gov/divimprove/fedprog>

SIGNATURE REQUIRED

AUTHORIZED SIGNATURE		DATE
PRINTED NAME		TITLE
COMPANY NAME		
MAILING ADDRESS		
CITY, STATE, ZIP		
VENDOR NO. (IF KNOWN)		FEDERAL EMPLOYER ID NO.
PHONE NO.	FAX NO.	E-MAIL ADDRESS

NOTICE OF AWARD (STATE USE ONLY)

APPROVED BY STATE OF MISSOURI	
TITLE:	DATE:

1 INTRODUCTION AND GENERAL INFORMATION

1.1 Introduction :

- 1.1.1 This application constitutes a proposal to become an approved Supplemental Educational Services Provider.
- 1.1.2 Organization – this document is divided into the following parts :
- Introduction and General Information
 - Agreement Criteria
 - Application Submission Information
 - Application: Cover page (first page of this document)
 - Part A – Narratives and Explicit Responses
 - Part B – Provider Service Summary
 - Part C – Assurances
 - Rubric for Evaluation of Application

1.2 Background Information:

- 1.2.1 As part of the federal No Child Left Behind Act (NCLB) of 2001, any school that is in its second or subsequent year of School Improvement shall arrange for the provision of supplemental educational services to eligible children in the school from a provider with a demonstrated record of effectiveness, or a high probability of success, that is selected by the parents in cooperation with the school district of residence and approved for that purpose by the State educational agency [Section 1116(e)(1)].
- 1.2.2 This application is issued to select the providers of supplemental educational services that will be included on the approved Supplemental Educational Services (SES) Provider list. This is not a competitive grant in that as many providers can be included on the list as meet the specified criteria. The list will be maintained by the Missouri Department of Elementary and Secondary Education (DESE) and will indicate which school districts will be served by each provider.
- 1.2.3 The NCLB Act requires that the state promote maximum participation by providers to ensure, to the extent practicable, that parents have as many choices as possible. Potential providers may apply by March 31 of each year. If approved, their names will be added to the state's approved provider list. Providers can also be removed from the list subject to the conditions specified below.
- 1.2.4 It is expected that instruction will be primarily in the areas of reading and math in order to help students achieve the Show-Me Standards <http://www.dese.state.mo.us/standards/index.html>, as demonstrated by improved Missouri Assessment Program (MAP) scores. Adequate Yearly Progress (AYP) is calculated for both reading and math in all public schools.
- 1.2.5 Although an attempt has been made to provide accurate and up-to-date information, DESE does not warrant or represent that the background information provided herein reflects all relationships or existing conditions related to this process.

1.3 Eligible Service Providers:

- 1.3.1 The term Provider is defined as a non-profit entity, a for-profit entity, or a school district as defined in section 1116(e)(5).

1.4 Eligibility Requirements:

- 1.4.1 To be included on the approved list of SES Providers, applicants must meet the following criteria:
- Have a demonstrated record of effectiveness or have a high probability of increasing student academic achievement.
 - Provide supplemental educational services that are consistent with local educational agency's (LEA's) instruction and content and aligned with state's student academic achievement standards.
 - Provide instruction that is of high quality, research-based, and specifically designed to increase academic achievement of eligible children on state assessments and attain proficiency in meeting the State's academic achievement standards. Reading instruction must be scientifically based and proven to be effective and include the National Reading Panel Report criteria www.nifl.gov.
 - Have available letters of reference for parents and schools.
 - Be financially sound (see Part A and assurances).
 - Provide instruction in addition to what is provided during the school day.
 - Provide instruction that is secular, neutral, and nonideological.
 - Meet all applicable Federal, State, and local health, safety, and civil rights laws.

2 AGREEMENT CRITERIA

2.1 Responsibilities of the Approved Provider:

- 2.1.1 Approved providers are required to do the following:
- Ensure that the instruction provided is aligned with the LEA's instruction and content, the Show-Me Standards and, in the case of a student with disabilities, is consistent with a student's Individualized Education Program (IEP) under section 614(d) of the Individuals with Disabilities Education Act.
 - Provide the appropriate school and the parents of children receiving SES with information on the progress of the children in increasing their achievement in a format and, to the extent practicable, in a language that such parents can understand.
 - Ensure all employees who will interact with students will be fingerprinted and background checked pursuant to Missouri Teacher Licensure procedures (5 CSR 80-800.200 Application for Certificate of License to Teach).
 - Enter into an agreement with the local school district that includes:
 - A statement of specific achievement goals for each student based upon the child's specific educational needs;
 - A description of how the student's progress will be measured;
 - A timetable for improving achievement; in the case of a student with disabilities, it is consistent with the student's IEP;
 - The amount of instructional time to be provided;
 - Minimum number of students required before offering services;
 - Maximum number of students to be served in a session;
 - The location where services will be provided;
 - The means of transporting children to the place of instruction if the services will be provided in a location other than student's school;
 - A description of how the student's parents, teacher(s) and school district will be regularly informed of the student's progress;
 - Provisions for the termination of such agreement;
 - Provisions with respect to the making of payments to the provider by the school district;
 - An assurance from the provider that the identity of any student eligible for, or receiving, SES will not be disclosed without the written permission of the parents of the student;
 - A description of the scientifically based program to be utilized with specific references;
 - The qualifications of staff responsible for the delivery of the instructional program;
 - An assurance that all instruction and content are secular, neutral, and nonideological (nothing contained in this agreement shall permit the making of any payment for religious worship).

2.2 Duration and Monitoring:

- 2.2.1 DESE, in cooperation with the applicable school districts, is required to monitor the quality and effectiveness of the services offered by approved providers and to withdraw approval from providers that fail to contribute to increasing the academic proficiency of students to whom they provide services or that fail to meet any of the other eligibility requirements or assurances. DESE monitoring will be conducted through contact with local school districts to ascertain an evaluation and demonstration of the effectiveness of providers. A violation of any of the above referenced Provider responsibilities constitutes grounds for immediate removal from the state approved list.
- 2.2.2 A district must continue to offer supplemental services until the school(s) in question is no longer in school improvement according to requirements of NCLB.

2.3 Reporting Requirements:

- 2.3.1 In May of each year, the provider is expected to submit to the appropriate school(s) a final written report that summarizes the progress of all students provided with supplemental services. The school may be asked to submit this report to DESE for review. This information will be used to help determine if a provider will remain on the state's approved list.

2.4 Other Contractual Requirements:

- 2.4.1 **Contract Period:** The contract shall not bind, nor purport to bind, the department for any contractual commitment in excess of the original contract period. DESE shall have the right, at its sole option, to renew the approval for three additional one-year periods, or any portion thereof if the provider has met all requirements in this proposal. In the event DESE exercises such right, all terms and conditions, requirements and specifications of the contract shall remain the same and apply during the renewal period, pursuant to applicable option clauses of this document.
- 2.4.2 **Termination:** DESE reserves the right to terminate the designation at any time, for the convenience of the Department, without penalty or recourse, by giving written notice to the designee at least thirty (30) calendar days prior to the effective date of such termination. In the event of termination pursuant to this paragraph, the following shall apply:
The designee shall defend, indemnify and hold harmless DESE, including its officers, agents, employees and assigns, in all suits of law or in equity alleging patent, trademark or copyright infringement, defamation (libel and/or slander), violation of privacy rights, violation of the right of publicity, misappropriation of trade secrets or unfair competition concerning or arising from the contractor's performance or products produced under the terms of the contract.
- 2.4.3 **Contractor Liability:** The contractor/provider shall be responsible for any and all injury or damage as a result of the contractor's negligence involving any equipment or service provided under the terms and conditions, requirements and specifications of the contract. In addition to the liability imposed upon the contractor on account of personal injury, bodily injury (including death), or property damage suffered as a result of the contractor's negligence, the contractor assumes the obligation to save DESE, employees, and assignees from every expense, liability, or payment arising out of such negligent act. The contractor also agrees to hold DESE, including its employees and assignees, harmless for any negligent act or omission committed by any subcontractor or other person employed by or under the supervision of the contractor under the terms of the contract.

- 2.4.4 Insurance: The contractor shall understand and agree that DESE cannot save and hold harmless and/or indemnify the contractor or employees against any liability incurred or arising as a result of any activity of the contractor or any activity of the contractor's employees related to the contractor's performance under the contract. Therefore, the contractor must acquire and maintain adequate liability insurance in the form(s) and amount(s) sufficient to protect DESE, its employees, its clients, and the general public against any such loss, damage and/or expense related to his/her performance under the contract.
- 2.4.5 Contractor Status: The contractor represents himself or herself to be an independent contractor offering such services to the general public and shall not represent himself/herself or his/her employees to be an employee of the Department. Therefore, the contractor shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, etc., and agrees to indemnify, save, and hold the department, its officers, agents, and employees, harmless from and against any and all loss; cost (including attorney fees); and damage of any kind related to such matters.
- 2.4.6 Coordination: The contractor shall fully coordinate all contract activities with those activities of the school districts they are approved to serve. As the work of the contractor progresses, advice and information on matters covered by the contract shall be made available by the contractor to the Local Educational Agency (LEA) throughout the effective period of the contract.
- 2.4.7 Substitution of Personnel: The provider agrees and understands that the contractual agreement is predicated in part on the utilization of the individual(s) that have met all the eligibility requirements. Therefore, the approved provider agrees that no substitution of such specific individual(s) and/or personnel qualifications shall be made unless the substitute meets all eligibility requirements.

3 APPLICATION SUBMISSION INFORMATION

3.1 Submission of Proposals:

- 3.1.1 Submission deadline is March 31 (postmarked).
- 3.1.2 ELECTRONIC SUBMISSION OF PROPOSALS THROUGH THE ON-LINE WEB SITE IS NOT AVAILABLE FOR THIS APPLICATION.
- 3.1.3 This is not an interactive form, but you may enter your information and print off copies in preparation for submission. You will NOT be able to save and submit on-line.
- 3.1.4 The provider must complete the documents contained in Parts A, B, and C using the following guidelines:
- Use no smaller than 12 pt. type
 - Use a document footer with entity name and page numbers
 - Limit the number of pages in Part A to 12 pages
 - Allowable attachments are limited to requested documentation in Part A. Reviewers of this proposal will not be required to read additional attachments. Attachments such as CDs, videotapes, or other multimedia productions cannot be accommodated.
- 3.1.5 When submitting a proposal, send four (4) copies with original signatures.

- 3.1.6 To facilitate the evaluation process, the provider is encouraged to organize the proposal into distinctive sections that correspond with the individual evaluation categories described herein.
- 3.1.6.1 Each distinctive section should be titled with each individual evaluation category and all material related to that category should be included therein.
- 3.1.6.2 The proposal should be page numbered.
- 3.1.6.3 The signed cover page (page one of this document) should be placed at the beginning of the proposal.
- 3.1.7 The provider is cautioned that it is the provider's sole responsibility to submit information related to the evaluation categories and that DESE is under no obligation to solicit such information if it is not included with the proposal. The provider's failure to submit such information may cause an adverse impact on the evaluation of the proposal.
- 3.1.8 **Contacts:** Providers and their agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) should direct all of their questions or comments regarding the application, the evaluation, etc. to the DESE contact person indicated on the first page.
- 3.2 Evaluation and Award Process:**
- 3.2.1 After an initial screening process, or after the evaluation, the Department may require a clarification call.
- 3.2.2 After determining that a proposal satisfies the mandatory requirements stated herein, the evaluators shall use the SES Application Rubric to evaluate each proposal. Part B will be read by the reviewers and will be available online for school districts and the general public. The first page and Part C must be signed; please submit original signatures.

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Inquiries related to Department programs may be directed to the Title IX Coordinator, Jefferson State Office Building, 5th floor, 205 Jefferson Street, Jefferson City, Missouri 65102-0480; telephone number 573-751-4581.

MISSOURI'S SUPPLEMENTAL EDUCATIONAL SERVICES (SES) PROVIDER APPLICATION
Part A

NARRATIVES AND EXPLICIT RESPONSES

For the questions requiring descriptions, give careful, explicit responses. Use as much space as needed to reply to an individual question, but limit entire Part A to 12 pages.

I. Program Description.

1. Specific instructional program information.
 - a. If tutoring in communication arts (reading or writing), describe the program you will be using. If using a specific curriculum, identify it. (Limit this response to no more than 2 pages).

 - b. If tutoring in math, describe the program you will be using. If using a specific curriculum, identify it. (Limit this response to no more than 2 pages).
2. Show-Me Standards and grade level expectations (GLEs). Tell the specific Show-Me-Standards and GLEs that your program addresses and how they are integrated into your instruction.
(Missouri's Show-Me Standards are available at <http://dese.mo.gov/standards> ;
GLEs available at <http://dese.mo.gov/divimprove/curriculum/GLE/GLEindex.html>).
 - a. Communication arts:

 - b. Math:
3. Explain how your program integrates into your reading instruction the National Reading Panel's five effective reading instruction components (phonemic awareness, phonics instruction, fluency, vocabulary, and comprehension):
4. What is different about your instruction that will help children learn skills and concepts they are not now learning during the regular day of instruction?
5. Check the categories that best describe your program (check all that apply):
☐ for-profit
☐ non-profit
☐ faith-based
☐ school district
☐ school building
☐ individual
☐ other - explain: _____
6. Check the type of tutoring services you offer (check all that apply):
☐ one-on-one
☐ small group tutoring (2-5 students)
☐ large group (6-10 students)
☐ on-line, web based
☐ other – explain: _____

7. a. What is your proposed student/tutor ratio? _____ students per 1 instructor
b. Length of sessions and how often?
c. Location where the tutoring will be offered?
d. How will students be transported to the tutoring site?
8. What is the minimum number of students you require before you will contract with a district to tutor?

9. What grade levels will you serve? Reading _____ Math _____
10. Please provide an estimate of maximum number of students in Missouri that you will be able to serve each year while maintaining quality service and results: _____
11. If applicable, please give the date (month and year) in which you first delivered SES to students:
12. Have you previously provided SES to Missouri students? Yes _____ No _____
To how many students? _____
In agreement with which Missouri school districts?

Have you previously provided SES in other states? Yes _____ No _____ If yes, please list states:
13. Please list the Missouri school district(s) and/or counties in which you will be able to provide services if this application is approved:
14. Explain how you will ensure the safety of children receiving your tutoring services (those provided off-site as well as any you may provide on school sites)?
15. What credentials do you require of your instructional employees?
- Do you employ tutors who speak languages in addition to English? Yes _____ No _____
If yes, in what languages are they proficient?
- Do you employ tutors trained to work with LEP students?
- Do you employ tutors trained in intervention strategies designed for students with special needs (including those at high risk academically)?
16. Do you offer incentives to students? If so, explain how they are used and what generally is offered.
[Note: Missouri does not allow incentives for signing with a provider. Although not encouraged, reasonable incentives (total cost no more than \$25 per student) may be provided to students for recognition of attendance or completion of assessment and program objectives].

17. By the second week of services, the LEA, parents, and provider must develop a Student Learning Plan for each student receiving SES. This plan will include specific goals and measurable objectives relevant to the assessed needs of the individual child and a timetable for each student's achievement gain. Once the learning plan is developed, how will you collaborate with parents, classroom teachers, and building leaders to ensure the plan is targeting needed areas? How will you disseminate the plan to the school and parents?
18. If applicable, submit documentation with this Part I. Program Description that you own or have an agreement to use software, web-based tools, and/or a copyrighted program utilized in your instructional program.

CLARIFICATION POINTS FOR ON-LINE, WEB BASED PROVIDERS ONLY:

1. Where will students access these on-line services?
2. Describe the minimum on-site technical requirements (i.e. hardware, software, Internet access, etc.) necessary to implement your services effectively.
3. If services are to take place in student homes, what are your provisions for those who do not have computers and/or internet access in the home?
4. How will you provide orientation and consultation with the school staff, students, and parents?
5. How will you provide continuous on-site support to participating students?
6. Submit documentation in this Part I. Program Description that you own or have an agreement to use software and/or web-based tools utilized in your program

II. Instructional Staff Qualifications.

Your application will be evaluated in part by the extent to which you offer strong evidence of highly qualified staff and the commitment to ongoing professional development and improvement of your own products and services.

You may use the following as sources of evidence:

- ✓ The amount and quality of training provided to program staff;
 - ✓ Years and level of work experience, particularly in working with Title I students;
 - ✓ Highest degree attained; and/or
 - ✓ Certification of staff.
1. Describe qualifications of your staff that will ensure high quality supplemental services.
 2. Describe your staff's experience in working with Title I students.
 3. Describe the comprehensive plan you have in place to provide your staff with professional development and ongoing training to ensure their ability to provide effective supplemental services (include who will provide the training and how often).
 4. How will you monitor and evaluate the effectiveness of staff performance? How often will this be done?
 5. Do you train staff to work with parents? If yes, describe this training (include an explanation of the content, who provides it, and when it is offered).
 6. What method do you have of conducting criminal background checks on all employers before hiring?

If you employ fewer than 5 staff members, please submit a resume for each staff member that outlines employment experience, professional development experiences, and professional affiliations. If employing more than 5 staff members, submit resumes for a random sampling of 5 of your employees.

III. Research and Effectiveness.

Describe the scientifically based research that demonstrates your program and methods will increase student achievement.—be specific to reading and math in your description. (If yours is a newly-developed program, you may give evidence of researched effectiveness of instructional strategies you will be implementing).

1. Cite available research studies as evidence that your program has a positive impact on student achievement on state, district, and/or another independent, valid and reliable performance test, particularly for low-income, underachieving students:
2. Cite available research studies that provide additional evidence of improved student outcomes, such as student attendance, retention/promotion rates, graduation rates, family/parent satisfaction, and/or student behavior/discipline:
3. Provide letters of reference from previous clients (families, schools, districts, students, teachers, etc.) offering testimonial information on the positive impact of your program. Provide contact information, start and end dates of service provided, and school and school district name for each reference. Submit a minimum of 5 letters and a maximum of 8.

IV. Evaluation, Monitoring, and Reporting.

1. Describe the specific process you use to evaluate, monitor, and track student progress on a continuous and regular basis (relevant to the Student Learning Plan that is developed by the school, parents, and provider).
2. What assessments will you use to determine student progress relevant to Student Learning Plan?
3. Describe the specific procedures you use to report on student progress to your students' parents/guardians (be sure to state how often you use this procedure). Are you prepared to notify them in their native language if needed?
4. Describe your services to parents/guardians and how you work to accommodate the needs and schedules of working parents/guardians.
5. Describe your process for resolving any disputes or conflicts you or your staff may have with parents/guardians.
6. Are parents/guardians required to participate in the service you provide? If yes, describe their expected role and how you work with them to explain this role.
7. How will you track student attendance and report it to parents and schools?
8. How will you report on student progress (related to the above goals) to teachers and building leaders, as well as the state department, if requested)?
9. How do you monitor the effectiveness of the program you are implementing? How does an evaluation of the available data affect your program?

V. Organizational Finances.

1. Submit evidence demonstrating that your organization is financially sound. Your evidence may include: a description of how you currently receive funds (grants, fees for service, etc.); audited financial statements; credit ratings from an independent rating agency; organizational budgets that account for revenues, expenses and cash flow activity; proof of liability insurance (include company name and policy number, or a copy of the policy cover page); and/or a copy of the organization's tax return for the past two years.
2. Submit evidence demonstrating that your organization possesses adequate organizational resources to meet consumer demand. Your evidence may include: business plans or profiles; descriptions of financial and staff resources.
3. Submit a copy of certificate of authority to conduct business in the state of Missouri (obtained through Secretary of State's office online: <http://www.sos.mo.gov> or phone 866-223-6535).
4. Indicate the pricing structure for providing supplemental services. Explain specifically what services the fees will cover.

SES PROVIDER APPLICATION**Part B****PROVIDER SERVICE SUMMARY**

(This information will be available on-line to parents, schools, and the general public.)

PROVIDER INFORMATION

NAME OF PROVIDER:

MAILING ADDRESS:

CITY:

STATE:

ZIP CODE:

PHONE NUMBER:

FAX NUMBER:

E-MAIL ADDRESS:

PRIMARY CONTACT INFORMATION

NAME:

PHONE NUMBER:

E-MAIL ADDRESS

SERVICES**Provider status—check all that apply:**

- ☐ For-profit organization
☐ Non-profit organization
☐ Faith-based organization

- ☐ School district
☐ School building
☐ Individual
☐ Other: _____

Areas to be served by provider:

- ☐ All school districts in Missouri
☐ Specific districts or counties. Please list: _____

Number of sessions per week:**Minimum/maximum numbers:**

Minimum number of students required before offering services: _____

Maximum number of students to be served at a session: _____

Cost per session:**Proposed location of service delivery:**

- ☐ Student's school site (if negotiated with the district)
☐ Provider site
☐ Other--explain: _____

If service delivery is not at the student's school, is transportation provided? If so, is there a separate fee?
(Note: Districts are not required to provide or pay for transportation).

Certification of instructors:

- ☐ Baccalaureate degree in education
☐ Baccalaureate degree in related field of instruction. Please list related field(s): _____
☐ Reading Specialist
☐ Other: _____

Additional education and/or experience:

- ☐ Masters level degrees or above in either reading or mathematics
☐ Missouri teacher certificated/licensed teachers
☐ Experience teaching students with specific disabilities
☐ Experience teaching LEP students
☐ Ability to speak languages other than English. Please list: _____
☐ Other: _____

Tutoring subjects available:

☐ Reading ☐ Writing ☐ Math

Grade Levels Served:

☐ K-2 ☐ 3-5 ☐ 6-8 ☐ 9-12

Title or description of tutoring curriculum utilized: _____

Time of Service:

☐ Before School
☐ After School
☐ Weekends
☐ Summer
☐ Other: _____

Mode of Instructional Delivery:

☐ Individual one-on-one tutoring
☐ Small group instruction (2 to 5 students)
☐ Large group instruction (6 to 10 students)
☐ On-Line/Web-based
☐ Other: _____

Specifics of reporting to parents & school (check all that apply):**Method:**

☐ letters
☐ phone calls
☐ conference with parents
☐ conference with parents & school
☐ other: _____

Frequency:

☐ weekly
☐ bi-monthly
☐ monthly
☐ other: _____

Specific Student Populations Served:

If your organization has provided supplemental services to any of the following groups, please check the corresponding box.

☐ Low-income students
☐ Minority students
☐ Migrant students
☐ Limited English proficient students (LEP)
☐ Special education students
☐ Other—describe: _____
☐ Please indicate if you wish to only be considered for service toward specific subgroups of children because of special expertise in some areas.
Indicate subgroups: _____

Effectiveness:

Give a brief description of evidence you have that demonstrates effectiveness of your program/services. (This will be shared with parents).

SES PROVIDER APPLICATION

Part C

ASSURANCES

In submitting this application to be included on the Missouri Department of Elementary and Secondary Education's approved Supplemental Educational Services Provider List, I certify that:

1. All applicable federal, state, and local health, safety, and civil rights laws will be met.
2. All teachers in the program have undergone background checks with the Missouri State Highway Patrol, have been fingerprinted, and are approved to work with children.
3. All instruction and content are secular, neutral, and non-ideological.
4. All instructors will have the degree(s) or experience indicated in Part A and B.
5. Student Learning Plans will be developed for each student served that include academic goals relevant to that student's assessed needs. These plans will be made available to parents, the school, and if requested, to the state.
6. All qualified students whose parents request services from the provider will be served equally, without restriction.
7. The identity of any student eligible for or receiving supplemental educational services will not be disclosed without the permission of the parent.
8. No additional admission criteria will be applied to eligible students.
9. The provider is financially stable and will be able to complete services to the student and the school.
10. Removal from the provider list will be accepted if any false or exaggerated information is found, or if services are found to be ineffective or not in the best interest of the individual student.
11. The provider agrees to be an independent enterprise and separate from the state and from the Missouri Department of Elementary and Secondary Education.

REQUIRED SIGNATURE

NAME OF PROVIDERS/ENTITY

SIGNATURE OF AUTHORIZED PROVIDER REPRESENTATIVE

TITLE

PRINTED NAME

DATE

NOTE:

Scoring rubric will be available on-line by January 31, 2006.